



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date June 25, 1974		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed JUN 25 1974 74-259 JUL 25 1974	
2. Agency Application No.		3. AGENCY, Division, Subdivision & Administering Office Address Department of Community Development Industry Division 602 Trinity-Washington Building Atlanta, Georgia 30334		4. Person to Contact Delta Daniel	
				5. Working Title Secretary III	
				6. Tel. No. 656-3599	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1967 to Date		9. Exact Series Title Prospective Plant Location Project Files			
10. What is the function of the office in which this record series is created? The Industry Division is charged with the responsibility of promoting and attracting new industry and business to Georgia. To fulfill this responsibility, the Division Staff follows up on all leads generated from national advertising, industrial ^{development} organizations and other sources. The Division informs the industrial prospects of Georgia's advantages in markets, transportation, labor and educational facilities and informs existing industries of facilities that are available to them for expansion.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relate to prospective plant locations for industries interested in locating in Georgia. Included are contact reports, maps, newspaper clippings, related correspondence, project work sheets. File is arranged alphabetically by name of company.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		12	9½	½ 75	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
				72 square feet	
				This Year's Last Year's Preceding Year's All Prior Years'	
				3 3 3 3	
				AVERAGE DAILY REFERENCES	

QUESTIONNAIRE

Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|---|---|---|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> [X] | <input type="checkbox"/> [] |
| 14. Is there a duplication of this series in another office or agency? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> [X] | <input type="checkbox"/> [] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [X] |

24. REQUIREMENTS. The following requires the files to be kept 5 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER See Below, then:

- ☐ Hold in the current files area month(s)/ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold year(s):
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☒ Other: (Specify)

Upon completion of project; place in inactive file; cut off inactive file at end of each calendar year; then hold in current files area 2 years; then transfer to State Record Center and hold three years; then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>James M. Whit</i>	6/25/74		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>James B. Zupia</i>	6-25-74
	State Auditor/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dyer</i>	7-24-74
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hurd</i>	7-22-74
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert H. Hurd</i>	7-24-74

STATE RECORDS
COMMITTEE